

## PROPER CODES FOR THE XP 43.1 FORM IN HRMN

Appointment Types (52.1 & 52.5)	Criteria Used for Credential Reviews	XP43.1 Codes			
		AACR	CSCR*	CSAPPLPOOL	NO CODE NEEDED
<b>Demotion (Job Change)</b>	Using experience gained outside classified service		X		
	Applicant has a degree major not listed on job spec		X		
	Using alternative E&E listed on job spec		X		
	Using equivalent combinations of E&E		X		
	Using experience gained in WOC assignment		X		
	Classification is preauthorized to Agency for credential review	X			
	Classification is on preauthorized lateral job change list	X			
	Return to Work appointment		X		
	Using an approved Alternate Selection Plan		X		
	Classification is covered by an Exam			X	
<b>Emergency Appointment (Hire, Rehire, Recall)</b>	Using experience gained outside classified service		X		
	Applicant has a degree major not listed on job spec		X		
	Using alternative E&E listed on job spec		X		
	Using equivalent combinations of E&E		X		
	Using experience gained in WOC assignment		X		
	Classification is preauthorized to Agency for credential review	X			
	Classification is on preauthorized lateral job change list	X			
	Return to Work appointment		X		
	Using an approved Alternate Selection Plan		X		
	Classification is covered by an Exam			X	
<b>Lateral Job Change Between Depts (Job Change)</b>	Classification is preauthorized to Agency for credential review	X			
	Classification is on preauthorized lateral job change list	X			
<b>Lateral Job Change within a Department (Job Change)</b>	Classification is preauthorized to Agency for credential review				X
	Classification is on preauthorized lateral job change list				X

Appointment Types (52.1 & 52.5)	Criteria Used for Credential Reviews	XP43.1 Codes			
		AACR	CSCR*	CSAPPLPOOL	NO CODE NEEDED
Promotion (Job Change)	Using experience gained outside classified service		X		
	Applicant has a degree major not listed on job spec		X		
	Using alternative E&E listed on job spec		X		
	Using equivalent combinations of E&E		X		
	Using experience gained in WOC assignment		X		
	Classification is preauthorized to Agency for credential review	X			
	Classification is on preauthorized lateral job change list	X			
	Return to Work appointment		X		
	Using an approved Alternate Selection Plan		X		
	Classification is covered by an Exam			X	
Recall (Recall)	Rehiring a former employee on the ZP106				X
Reinstatement (Rehire)	Rehiring a former employee to same class & level from which the employee was separated	X			
New Hire (Hire)	Using experience gained outside classified service		X		
	Applicant has a degree major not listed on job spec		X		
	Using alternative E&E listed on job spec		X		
	Using equivalent combinations of E&E		X		
	Using experience gained in WOC assignment		X		
	Classification is preauthorized to Agency for credential review	X			
	Classification is on preauthorized lateral job change list	X			
	Return to Work appointment		X		
	Using an approved Alternate Selection Plan		X		
	Classification is covered by an Exam			X	